MATERIALS DIVISION

VDOT
Virginia Department of Transportation

MEMORANDUM

GENERAL SUBJECT: Equipment Purchasing		NUMBER: MD 387-15
SPECIFIC SUBJECT: Funding Allocation for purchasing District Materials Laboratory/Field Supplies and Equipment		DATE: March 31, 2015
DIRECTED TO: District Materials Engineers	SIGNATURE: **Charles A. Babish, P.E.** **Division Administrator** *Signature on original copy of memorandum*	

Materials Division Memorandum, MD 373-14, Funding Allocation Guidance for District Materials Laboratory Supplies, dated March 27, 2014 is rescinded and replaced with the following instructions.

The District Materials Sections shall procure laboratory and field equipment/supplies at the district level using their budget allocations beginning in Fiscal Year 2016. This change transfers the management responsibility to the district sections to submit their individual funding request during the Budget Development Process and to monitor spending during the fiscal year.

The Materials Division will conduct a review of the district's spending for Account Codes 5013410 (Laboratory Supplies), 5013430 (Field Supplies), 5022410 (Laboratory Equipment) and 5022430 (Field Equipment). This review will be performed annually during the third quarter of the fiscal year. The purpose of the review will be to assess spending compared to the available allocations by District. Based on the analysis, Districts will be contacted if their expended funds have not exceeded 50 percent of their allocations. Materials Division will collaborate with the districts, to determine their planned usage for the remainder of the fiscal year. This could potentially result in transferring of available funds based on the priority of funding among all districts.

There are no procedural changes to equipment repairs, services, preventive maintenance and calibration services.

This guidance will also be provided in the FY 2016 Administrative Budget Development Instructions.

cc:
Assistant District Administrators-Business (VDOT)
Financial Planning Division